

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☒ UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

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|--|---|-------------------------------------|--|--|------------------|--------------------|
| 1. Agency Name | | 9. Position No. | 10. Budget Program Number | | Agency Number | |
| 2. Employee Name (leave blank if position vacant) | | | 11. Present Class Title (if existing position) Human Services Assistant | | | Position Number |
| 3. Division Family Services | | | 12. Proposed Class Title Administrative Specialist | | | |
| 4. Section Prevention and Protection Services | For Use By Personnel Office | 13. Allocation | | | | |
| 5. Unit Support Services - FACTS | | 14. Effective Date | | | | |
| 6. Location (address where employee works) | | 15. By | Approved | | | |
| City County | Personnel | 16. Audit Date: By: Date: By: | | | | |
| 7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular | | 17. Audit Date: By: Date: By: | | | | |
| 8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM | | | | | | |

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

FACTS Supervisor (Program Consultant I)

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

FACTS Supervisor (Program Consultant I)

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Moderate independent judgment is exercised. Specific assignments are received from professional and the FACTS Supervisor. General verbal instructions are given and may involve the interpretation and implementation of specific instructions. Resource manuals are technical in nature and require careful interpretation.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

| No. Each Task and Indicate Percent of Time | E or M | This position serves as a member of the Prevention and Protection Services (PPS) Family and Child Tracking System (FACTS) within the regional Support Services process. Maintains the FACTS System to ensure accurate information is documented in a timely manner. Data entered into this system demonstrates the activities meet agency and statutory requirements and is used in making critical decisions impacting statewide programs pertaining to child safety. |
|--|--------|--|
| 45% | E | <p><u>FACTS Data Entry</u></p> <ul style="list-style-type: none"> — Gathers and prepares information for entry into the FACTS System to include receiving and searching open case files for complete information — Researches non-FACTS databases, closed files, and/or contacting other staff when information is incomplete — Independently extracts identifying information such as school districts and counties — Processes information in accordance with established procedures, rules and regulations. — Activates and maintains electronic case files in the FACTS System. — Meets all deadlines for data entry from case activation until case closure |
| 45% | E | <p><u>FACTS Maintenance</u></p> <ul style="list-style-type: none"> — Analyzes data on case forms and selects appropriate entry to ensure accurate correlation between the selected entry and the various program possibilities — Ensures the correct information is included in court orders prior to entering this information into the FACTS System — Reviews additional information with professional social worker staff to ensure accuracy of information — Utilizes the FACTS System to identify key information for professional and supervisory staff to include alerting the supervisory of real and potential deadline issues. — Use available data tools to reconcile data and comply with all Federal and State reporting requirements. — Works with child welfare providers, KDOC-JS and others to acquire information for data entry into FACTS. — Reconcile, correct and resolve data entry errors upon immediately upon discovery. This includes corrections identified as a result of case reads — Work with DCF staff to ensure accurate and timely data entry. |
| 10% | E | <p><u>Other Duties</u></p> <ul style="list-style-type: none"> — Attendance to training and workgroups related to the functions of this position is required. — Completion of other duties as assigned, to include special projects. |

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences from errors may cause loss of federal funds and have a major impact on the entire state resulting from major program failures. Errors can also impact the agency's ability to maintain compliance with Federal and State reporting requirements and accuracy of information submitted.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with co-workers and supervisor to receive information to ensure accurate entry of information in the FACTS System.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress resulting from deadlines and use of office equipment on a repetitive basis. Normal risks associated to working in an office environment. Normal risks associated to working in an office environment. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences and providing assistance other office locations within the region.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer, e-mail, laser printer, telephone, fax, copier, and general office equipment.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High School diploma or equivalent.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Independent work experience in office support/clerical work including basic computer skills and software application skills.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date